



MEMORANDUM

TO: Superintendents and Principals

FROM: Deborah J. Yates, Title II/HQT Specialist

DATE: July 26, 2010

SUBJECT: HQT Requirements for 2010-2011 School Year

Critical Reminders:

1. Under “No Child Left Behind” (Elementary and Secondary Education Act), **ALL TEACHERS must be verified as “Highly Qualified.”**
2. **“Highly Qualified” Requirements:**
 - a. Teachers must hold at least a **bachelor’s degree**; **AND** be **fully licensed** to teach in the core academic subject(s) that they are assigned to teach **OR** hold a Transition to Teaching permit.
 - b. Teachers must have **verification of content knowledge** for each core academic subject that they are assigned to teach. This means they must have **ONE** of the following for each core academic subject:
 - i. Praxis II passing score for each core academic subject
 - ii. NTE (National Teachers Exam) specialty exam passing score for each core academic subject
 - iii. National Board for Professional Teaching Standards Certification for each core academic subject
 - iv. Have at least 24 hours in the core academic content area (Secondary Teachers)
 - v. Hold a bachelor’s or master’s degree in the core academic subject (Secondary Teachers)
 - vi. Highly Qualified Verification form from another state
 - vii. Have 100 points on the Indiana HOUSSE (**ONLY IF HOUSSE WAS COMPLETED DURING OR BEFORE THE 2006-2007 SCHOOL YEAR AND THE TEACHER IS NOT CHANGING EITHER TEACHING ASSIGNMENT OR SCHOOL DISTRICT**)
3. **“Highly Qualified” Verification Forms MUST be kept in a central location at the district office.** The acceptable documentation to be retained on file to demonstrate **BOTH** aspects of Highly Qualified Teacher status (see #2(a) and #2(b) above) contains the following:
 - a. A completed HQT Verification Form (beginning in 2010-2011 school year)

- b. Copy of valid Indiana instructional License OR print-out of a valid Indiana instructional license from the [Educator License Lookup](#) with applicable core academic subject and setting.
- c. **ONE** of the following for **EACH** core academic subject:
 - i. Copy of PRAXIS II scores
 - ii. Copy of NTE specialty exam scores
 - iii. Verification from IDOE of HQ status based on PRAXIS II or NTE specialty exam
 - iv. Copy of transcript(s) with at least 24 related credit hours awarded
 - v. Copy of transcript(s) with a graduate degree awarded
 - vi. Copy of National Board for Professional Teaching Standards Certification
 - vii. Highly Qualified Verification form from another state
 - viii. Copy of completed Housse rubric AND required documentation (**ONLY IF Housse WAS COMPLETED DURING OR BEFORE THE 2006-2007 SCHOOL YEAR AND THE TEACHER IS NOT CHANGING EITHER TEACHING ASSIGNMENT OR SCHOOL DISTRICT**)

Please refer to the [Documenting Teachers' Highly Qualified Status](#) guidance document on the www.doe.in.gov/hqt site when demonstrating "Highly Qualified Teacher" status.

Please direct any questions or follow up to the Title II/HQT Specialist, Debbie Yates.
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